



DEPARTMENT OF ENVIRONMENTAL QUALITY  
POLICY AND PROCEDURE

**SUBJECT:** HEALTH AND SAFETY PROGRAM  
**Date:** November 21, 2006  
**Revised:** "NEW"

**Number:** 07-008  
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**AUTHORITY:** State of Michigan Health and Safety Policy Statement

<<ISSUE>>

The State of Michigan Health and Safety Policy Statement directs departments to develop, implement and administer a health and safety program. This policy establishes a health and safety program and sets implementation procedures.

<<DEFINITIONS>>

Michigan Occupational Safety and Health Act (MIOSHA) – This is the act and rules governing occupational safety and health in the workplace. The MIOSHA and rules are located at the Department of Labor and Economic Growth Internet site [www.michigan.gov/cis/](http://www.michigan.gov/cis/).

**POLICY:**

It is the policy of the Department of Environmental Quality (DEQ) to provide all employees with a safe and healthful work environment. The DEQ and its employees shall comply with State of Michigan policies and procedures; MIOSHA standards; all other applicable federal and state standards, rules and code; and current labor contract requirements.

The DEQ supports the state Health and Safety Policy Statement which commits the Department to the following:

- Management will establish safe and healthful working conditions as a prime function;
- The DEQ will develop, implement, and administer a health and safety program;
- Managers will account for the occupational safety, health, and training of employees under their supervision; and,
- Employees will follow safety and healthful work practices, obey safety and health rules and regulations, and work in a manner that maintains the high safety and health standards established by the State of Michigan.

The DEQ will participate in the Employee Health Management Program administered under the Office of State Employer.

This policy establishes the DEQ Health and Safety Program. The program shall encourage and support health and safety awareness, and healthful work practices. The DEQ Health and Safety Program is available by logging onto the DEQ's intranet site at <http://connect.michigan.gov/deg> (Go to Offices and Divisions, Office of Human Resources, Health & Safety, and then scroll down to Health and Safety Guides/Programs).



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<<PROCEDURE>>

<u>Responsibility</u>	<u>Action</u>
Division/Bureau Chief or his/her Designee	<ol style="list-style-type: none"><li>1. Support the implementation and administration of the DEQ Health and Safety Program.</li><li>2. Designate a safety representative to serve on the DEQ Safety Committee.</li><li>3. Maintain health and safety-related training records (i.e., Bloodborne Pathogens, Ergonomics, Hazard Communication, Hazardous Waste Operations and Emergency Response (HAZWOPER), Personal Protective Equipment and Clothing, Respirator Protection, etc.) for each employee, and record such activity in the Department's central database. Documentation to minimally include the employee's name, name of training, training location, training dates, facilitator/instructor's name (if known), and the number of training hours attended.</li><li>4. Implement health and safety accountability through the establishment of safety performance standards.</li></ol>
DEQ Health and Safety Coordinator	<ol style="list-style-type: none"><li>1. Advise and assist the Executive Management in developing and implementing a health and safety program, monitor program effectiveness, and keep the Executive Management informed of health and safety issues.</li><li>2. Serve as a resource on health and safety related issues and communicate related information to division/bureau.</li><li>3. Chair the <u>DEQ Safety Committee</u>.</li><li>4. Coordinate with and support facilities management and space administrators.</li></ol>



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<u>Responsibility</u>	<u>Action</u>
DEQ Health and Safety Coordinator (cont)	5. Centrally maintain log and summary of work-related injuries and illnesses according to MIOSHA recordkeeping requirements.
Division Health and Safety Coordinators/Safety Committee Members	<ol style="list-style-type: none"><li>1. Advise, assist, and keep the Division/Bureau Chief informed of health and safety issues. <b>Note:</b> <i>Newly designated Health and Safety Coordinators should contact the DEQ Health and Safety Officer for Safety Committee meeting dates, details regarding health and safety-related duties, database passwords and support, and available training resources.</i></li><li>2. Assist the DEQ Health and Safety Coordinator in developing, implementing, and monitoring the DEQ Health and Safety Program elements to ensure they reflect the activities of the DEQ and integrate changes in laws, regulations, standards, and policies with which the DEQ must comply.</li><li>3. Serve as a resource on health and safety related issues and communicate related information to division/bureau staff.</li><li>4. Coordinate with and support facilities management, space administrators, and the DEQ Health and Safety Coordinator.</li></ol>
Immediate Supervisor	<ol style="list-style-type: none"><li>1. Develop health and safety conscious employees and ensure duties are performed with the utmost regard for the health and safety of all personnel involved.</li><li>2. Inform employees of their protections and obligations to maintain a healthy and safe workplace.</li></ol>



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<u>Responsibility</u>	<u>Action</u>
Immediate Supervisor (cont)	<ol style="list-style-type: none"><li>3. Respond to employee's report of a health and safety hazard or unsafe work practice.</li><li>4. Ensure employees participate in applicable DEQ Health and Safety Program elements when assuming job duties:<ol style="list-style-type: none"><li>a. that are performed at hazardous waste sites where cleanup operations are underway (HAZWOPER training);</li><li>b. that may expose the employee to hazardous substances or health hazards above established permissible exposure limits for 30 or more days in 12 months (Health Monitoring Program);</li><li>c. that require a commercial driver license or use of commercial motor vehicle (Federal Motor Carrier Safety Regulations);</li><li>d. that require participation in the Office of the State Employer's Drug and Alcohol Testing Program (random drug and alcohol testing for all safety sensitive positions – commercial driver license holders, law enforcement personnel, etc.);</li><li>e. that require the use of a respirator for 30 or more days a year (Respirator Program and Health Monitoring Program); or,</li><li>f. where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials (Bloodborne Pathogens Program).</li></ol></li><li>5. Analyze job situations for potential hazards and develop procedures to perform duties safely, update procedures as situations or duties change, and train employees on procedures.</li></ol>

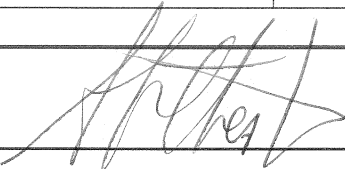


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Employees	<ol style="list-style-type: none"><li>1. Accept personal responsibility for all aspects of health and safety in the workplace as outlined in the DEQ Health and Safety Program. Continuously practice safety while performing duties.</li><li>2. Seek out advice and direction when unsure how to perform duties safely.</li></ol>

Approved: 

Date: 11-21-06

Questions: Contact DEQ Office of Human Resources at 517 335-1100